

# COMMUNICATION 101

This program equips people with valuable communication skills that will allow them to communicate effectively, reduce potential conflict and have successful interactions.



**kinetik**  
global

**CONTACT US** admin@kinetikglobal.com  
0413 948 771  
[www.kinetikglobal.com](http://www.kinetikglobal.com)

## PROGRAM OUTLINE

This program will cover the following topics:

- Understand your communication style
- Communicating with others
- Techniques to deal with different styles of communication
- How to adjust your communication to accommodate other learning styles
- Communicate according to personality styles and psychology principles (*Leadership program*)



## LEARNING OUTCOMES

After completing this course participants will be able to:

- Utilise a range of effective communication techniques to strengthen their communication interactions
- Recognise and respond to different communication styles
- Understand and accept the four different learning styles
- Identify and overcome common barriers of effective communication
- Adapt communication based on psychology principles and personality style (*Leadership Program*)

## BENEFITS TO BUSINESS

- Reduce workplace conflict and grievance claims through proactive management and positive communication strategies
- Increase productivity and employee effectiveness through enriched communication interactions
- Debra Hamilton reports in “Top Ten Email Blunders that Cost Companies Money”, that miscommunication can cost companies of 100 employees an average of \$420,000 per year

## PROGRAM DETAILS



### COST

\$2,100.00 - Standard Program  
\$2,600.00 - Leadership Program  
(Cost is per program, ex GST)  
(15 participants maximum. Optimal group size 8-12)

### DURATION

3 hours  
4 hours

### DELIVERY

Digital  
Digital  
(Delivery via Zoom/Teams)  
(Onsite delivery available, contact us for a quote)